Religious Representatives' Guide to Marriage In British Columbia

Vital Statistics

British Columbia
Vital Statistics Agency

DOC
BC
V49
D:R465
2005
c.3

LEGISLATIVE LIBRARY
VICTORIA BC V8V 1X4 SEP 2005

LEGISLATIVE LIBRARY OF BRITISH COLUMBIA
3 3298 00320 9278

Religious Representatives' Guide to Marriage In British Columbia

Vital Statistics
British Columbia
Vital Statistics Agency

prepared by:

British Columbia Vital Statistics Agency
Ministry of Health
Knowledge Management and Technology Division

July 2005

106-00280/

FOREWORD

This guide has been designed as an introduction to the British Columbia Religious Representative Registry for religious bodies and their religious representatives. It is intended as a general reference for governing authorities of religious bodies desiring to seek recognition in British Columbia and as a practical guide for individual religious representatives actively solemnizing marriages.

The religious authority to solemnize or witness marriage invested in religious bodies and their religious representatives is recognized by the government as a traditional and important role in society. The responsibility of ensuring the legal validity and statutory recognition of religious representatives and the marriage ceremonies they solemnize is the role of the Religious Representative Registry administered by the Ministry of Health, Knowledge Management and Technology Division, British Columbia Vital Statistics Agency.

Table of Contents

INTRODUCTION **1**
VITAL STATISTICS AGENCY 1
RELIGIOUS REPRESENTATIVE REGISTRY 2
CONTACTS FOR ASSISTANCE 3

LAW **4**
LEGAL QUALIFICATIONS TO MARRY 4
RECOGNITION OF A RELIGIOUS BODY 5

POLICY **6**
GUIDE FOR APPLICATION 6
RESPONSIBILITIES OF A RELIGIOUS BODY 9
THE SIGNING AUTHORITY 10
REGISTRATION OF A RELIGIOUS REPRESENTATIVE 11
TEMPORARY REGISTRATION 13
NOTIFICATION OF CHANGES 15

PROCEDURES **17**
THE CEREMONY 17
THE MARRIAGE REGISTER 18
THE MARRIAGE LICENCE AND REGISTRATION OF MARRIAGE 20
USE OF SURNAME AFTER MARRIAGE 26
ADMINISTRATION - SUBMISSION OF REGISTRATIONS 27
APPENDIX A
MARRIAGE ACT 28
VITAL STATISTICS ACT 33
APPENDIX B
VITAL STATISTICS OFFICES 34

VITAL STATISTICS AGENCY

Background

The British Columbia Vital Statistics Agency is primarily responsible for administering the *Vital Statistics Act* which is the legislation governing the registering of births, stillbirths, deaths and marriages. Vital Statistics records all vital events occurring in British Columbia; this includes collecting, registering, amending, correcting, controlling, protecting, storing and retrieving information as well as compiling statistics.

Vital Statistics data has been collected in the province since shortly after the *Vital Statistics Act* was enacted in 1872. Over three million records have been collected to date. The agency is also responsible for the administration of the *Marriage Act*, *Name Act*, and Part II of the *Wills Act*.

Finally, the **Religious Representative Registry** maintains the records of religious representatives from all religious bodies, churches and denominations recognized under the *Marriage Act* for the purposes of solemnizing marriage.

Introduction

RELIGIOUS REPRESENTATIVE REGISTRY

Background

The Religious Representative Registry is the component of the British Columbia Vital Statistics Agency responsible for the administration of the provisions of the *Marriage Act* governing the registration of religious representatives as authorized to solemnize marriage.

The registry maintains files documenting the administrative makeup and statutory qualification of all religious bodies recognized under the *Marriage Act* which in turn allows a church or religious denomination to make application on behalf of their religious representatives. There are presently 279 religious bodies recorded with the Religious Representative Registry.

In addition, the registry consists of individual records documenting the names, addresses, religious affiliation, jurisdiction and statutory registration confirmation of all individuals authorized to solemnize marriage in British Columbia according to the rites and usages of their religious bodies. At present there are approximately 5,500 religious representatives registered with the British Columbia Vital Statistics Agency and authorized to solemnize marriage in British Columbia.

CONTACTS FOR ASSISTANCE

Following is a table showing the regions along with names and telephone numbers of Vital Statistics Managers to contact for assistance.

Normally, however, the answers to questions can be found in this manual.

John Renshaw
Lower Mainland and Coastal Mountain
Work: 604 660-2560
Work: 250-952-2758
Cell: 250-213-8816
e-mail: john.renshaw@gems8.gov.bc.ca

Roberta L. Moyer
Vancouver Island
Work: 250 952-2572
Cell: 250 812-2036
e-mail: roberta.moyer@gems2.gov.bc.ca

Arnold Kirby
Thompson Okanagan
and Prince George
Work: 250 712-7562
Cell: 250 878-9757
e-mail: arnold.kirby@gems8.gov.bc.ca

Law

LEGAL QUALIFICATIONS TO MARRY

Summary

The *Marriage Act* prescribes the legal requirements that must be observed in connection with the legal qualifications of individuals to marry, and the authorization of religious representatives and marriage commissioners to perform the marriage ceremony, and the solemnization of marriage. It is the responsibility of the British Columbia Vital Statistics Agency to ensure the compliance of all responsible parties to the provisions of the Act.

Individuals who meet the legal qualifications to marry and who have obtained a Marriage Licence can select a civil ceremony performed by a marriage commissioner or a religious ceremony performed by a Religious Representative. Under the *Marriage Act*, the British Columbia Vital Statistics Agency is required to register religious representatives of established religious denominations who desire the authority to solemnize marriage.

Law

As a governing authority of a religious body responsible for a number of religious representatives or as an individual religious representative you must be aware of your legal obligations as defined by the *Marriage Act* (see Appendix A). Any failure to comply with the provisions of the *Marriage Act* may result in the suspension or cancellation of authority to solemnize marriage in the Province.

The British Columbia Vital Statistics Agency and the staff of the Religious Representative Registry are always available to assist and answer questions regarding the roles and responsibilities of religious groups and individuals under the *Marriage Act*. All of your responsibilities will be outlined in this guide as we discuss the various functions of the Religious Representative Registry and the administrative and statutory requirements imposed on religious bodies and their religious representatives.

RECOGNITION OF A RELIGIOUS BODY

Summary

A Religious Body is defined within Section 1 of the *Marriage Act* as follows:

> "religious body" means any church, or any religious denomination, sect, congregation or society.

In order to qualify for recognition as a religious body within the provisions of the *Marriage Act* a church, religious society or religious denomination must demonstrate that it is sufficiently well established as to continuity of existence and as to recognized rites and usages respecting the solemnization of marriage to warrant the registration of its religious representatives.

The Chief Executive Officer of Vital Statistics has established in policy, standards which allow a reasonable determination of a group's qualification for recognition. These requirements are discussed below.

Policy

Religious representatives may only be registered upon application by the governing authority of a religious body which has been recognized in British Columbia in accordance with the *Marriage Act*. As a consequence, religious representatives can not be registered independently of the recognition of their denomination or religious body.

In order for the Chief Executive Officer of Vital Statistics to make a determination of qualification, a religious body must submit documentary proof of existence in British Columbia or existence and recognition in another province, for a minimum period of five years demonstrating such factors as stability, growth, and continuing viability. This documentation may include, but is not restricted to such items as financial statements, constitution and bylaws and *Society Act* documents which will also document the purpose, affiliations, administrative hierarchy and religious tenets of the religious body. A religious body must also demonstrate that it is established in a community or communities and is accessible to the public.

A church or religious denomination considering application must identify the appropriate level or organizational jurisdiction of their religious body which should make the actual application to the Religious Representative Registry. It is necessary to identify at what organizational level the responsibility lies for doctrinal, administrative and disciplinary directives. The Registry must be able to identify and document the "Governing Authority" with the responsibility to make administrative and disciplinary responses to the Chief Executive Officer in matters respecting the solemnization of marriage and compliance with the *Marriage Act*.

Policy

GUIDE FOR APPLICATION

Primary Prerequisite

A denomination must be functioning within the province of British Columbia for a period of at least five years; **or alternatively**, demonstrate that they have been established in Canada for minimum of five years, have been recognized for the purposes of solemnizing marriage in at least one other province and have a church or congregation sufficiently established in British Columbia at the time of application.

Procedure

The application is to be made by the governing authority, secretary or other authorized individual, **not by the religious representative**, on behalf of the elected or appointed board of the religious organization. Be sure to sign the letter giving your official title, address and telephone.

The following information and documents are required in order to assess a religious body's eligibility for recognition under the *Marriage Act* for the purpose of having its religious representatives registered as authorized to solemnize marriage.

1. What is the official name of your religious body?

2. What other religious bodies are affiliated with your group? Give their name and location. Describe the nature of the affiliation with regards to any financial, administrative and disciplinary control.

3. Provide the origins and the present national or international organization of the religious body. Identify specifically the governing office in this province and their relationship to officials outside the province, if applicable. Describe the procedure by which they are *appointed* and *relieved* of jurisdictional authority.

4. How long has your religious body been continuously functioning within the province? State the date and place of incorporation.

5. If applicable, how long has your religious body been continuously functioning within Canada? State the date and place of incorporation.

GUIDE FOR APPLICATION

6. Provide a summary or statement of the tenets of your religious beliefs, their history and/or source.

7. If applicable, is your religious body recognized for the purposes of solemnizing marriage in at least one other province? State the date and place of registration.

8. Document the name, location, size, make-up and constitution of your church(es) or congregation(s) in British Columbia.

9. How many marriages do you estimate will be performed in a year on behalf of this group?

10. How many active members are associated with your religious body in this province? Briefly outline the growth of your membership.

11. State the name and official title of the person who would be given the "Signing Authority" to request the registration and cancellation of the religious representatives. What is this person's term of office?

12. Provide a copy of the bylaws or rules of the religious body relating to the *appointment* and *dismissal* of officers of the religious body in this province.

13. Provide a copy of the bylaws or rules of the religious body relating to the *appointment* and *dismissal* of religious representatives in this province.

Policy

GUIDE FOR APPLICATION

Primary Prerequisite

A denomination must be functioning within the province of British Columbia for a period of at least five years; **or alternatively**, demonstrate that they have been established in Canada for minimum of five years, have been recognized for the purposes of solemnizing marriage in at least one other province and have a church or congregation sufficiently established in British Columbia at the time of application.

Procedure

The application is to be made by the governing authority, secretary or other authorized individual, **not by the religious representative**, on behalf of the elected or appointed board of the religious organization. Be sure to sign the letter giving your official title, address and telephone.

The following information and documents are required in order to assess a religious body's eligibility for recognition under the *Marriage Act* for the purpose of having its religious representatives registered as authorized to solemnize marriage.

1. What is the official name of your religious body?

2. What other religious bodies are affiliated with your group? Give their name and location. Describe the nature of the affiliation with regards to any financial, administrative and disciplinary control.

3. Provide the origins and the present national or international organization of the religious body. Identify specifically the governing office in this province and their relationship to officials outside the province, if applicable. Describe the procedure by which they are *appointed* and *relieved* of jurisdictional authority.

4. How long has your religious body been continuously functioning within the province? State the date and place of incorporation.

5. If applicable, how long has your religious body been continuously functioning within Canada? State the date and place of incorporation.

GUIDE FOR APPLICATION

6. Provide a summary or statement of the tenets of your religious beliefs, their history and/or source.

7. If applicable, is your religious body recognized for the purposes of solemnizing marriage in at least one other province? State the date and place of registration.

8. Document the name, location, size, make-up and constitution of your church(es) or congregation(s) in British Columbia.

9. How many marriages do you estimate will be performed in a year on behalf of this group?

10. How many active members are associated with your religious body in this province? Briefly outline the growth of your membership.

11. State the name and official title of the person who would be given the "Signing Authority" to request the registration and cancellation of the religious representatives. What is this person's term of office?

12. Provide a copy of the bylaws or rules of the religious body relating to the *appointment* and *dismissal* of officers of the religious body in this province.

13. Provide a copy of the bylaws or rules of the religious body relating to the *appointment* and *dismissal* of religious representatives in this province.

In addition to your letter, please submit the following documentation:

- A copy of your B.C. Societies Act Certificate.
- A sampling of the minutes of the society meetings for a minimum of five years in order to establish continuity of existence in British Columbia.
- A copy of your Constitution and Bylaws.
- A copy of your Marriage Ceremony.
- A list of the names and addresses of proposed religious representatives who would be authorized to solemnize marriage in British Columbia.
- A copy of the record of ordination or appointment for each proposed religious representative.

If your religious body has **not** been functioning in the province of British Columbia for the required period but has been established in Canada **and** has been recognized in at least one other province, please **also** provide the following:

- A sampling of the minutes of the extra-provincial society meetings for a minimum of five years in order to establish continuity of existence in Canada.
- Proof of registration/recognition for the purposes of solemnizing marriage in at least one other province.

The qualification of an application for recognition is determined on an individual basis utilizing current legal definitions and a review of documentary evidence submitted as well as additional on-site inquiries or confirmation where warranted. The staff of the Religious Representative Registry are available at all times in this process to provide guidance and answer questions.

Once a religious body has been "recognized", they are free to submit their religious representatives information for registration under the signature and certification of an individual who has been designated as the "Signing Authority" for the religious body.

RESPONSIBILITIES OF A RELIGIOUS BODY

Overview

Once a denomination or religious body is formally recognized, a considerable degree of confidence is placed in the "Governing Authority" with respect to the registration of new religious representatives. It is understood that new registrations will be recommended only to meet the real needs of the congregation for marriage services, and not as a form of personal accreditation. Registrations which are proposed in excess of the apparent need may be rejected or subsequently cancelled.

Note: Only individuals possessing religious authority vested in them in accordance with the rites and usages of the religious body may be submitted for registration. Individuals who simply hold an administrative position within a religious body do not meet the provisions of the *Marriage Act* for registration to solemnize marriage.

The Religious Representative Registry depends upon the governing authority through their signing authority to keep the British Columbia Vital Statistics Agency informed of changes affecting religious representatives registered under their jurisdiction, as well as to ensure that these religious representatives are informed of the requirements of the *Marriage Act*.

The British Columbia Vital Statistics Agency routinely circulates administrative and statutory updates to the religious community via religious body governing authorities. The prompt dissemination of this information to the religious representatives under their jurisdiction is a vital and important role of all governing authorities.

Policy

THE SIGNING AUTHORITY

Overview

Once a religious body has been recognized it is necessary to document the appointment of one individual to act as the "Signing Authority". This individual will be designated by the "Governing Authority" at the time of application for recognition.

The Religious Representative Registry must be notified of changes in "Signing Authority". Notification must be in writing and should be accompanied by:

- an extract of the minutes of the meeting at which the transfer of office was made in accordance with the bylaws and customs of the religious body, or
- if the position was not an elected one, a letter of appointment from the "Governing Authority" of the religious body utilizing official letter-head.

A "Signing Authority" is responsible for processing the following forms:

- Application for Registration of Religious Representative (VSA 701) utilized to request the registration of a religious representative.
- Notification of Changes Affecting Religious Representative (VSA 705) utilized to request cancellation of a religious representative following retirement or death, or to advise the Registry of a change in address and/or jurisdiction.

REGISTRATION OF A RELIGIOUS REPRESENTATIVE

Summary

A "Religious Representative" is defined within Section 1 of the *Marriage Act* as follows:

"religious representative" means a person duly authorized to solemnize marriage according to the rites and usages of the religious body to which the person belongs...

If you are an individual who has been vested or ordained with religious authority to solemnize marriage in accordance with the "rites and usages" of your religious body then you meet the definition of a "religious representative" under the *Marriage Act*.

Policy

In order to qualify for registration as authorized to solemnize marriage you must meet the provisions of Section 3 of the *Marriage Act* (see Appendix A).

Religious representatives may not be registered independently of the recognition of their denomination or religious body. An application must be made on behalf of a religious representative by a recognized religious body and the application must attest to the qualification of any religious representative in accordance with Section 3 of the *Marriage Act*.

The basic qualifications for registration require that an applicant be:

- ordained or appointed according to the rites and usages of the religious body,
- in charge of or officiating in connection with a congregation, branch or local unit in the Province of the religious body,
- recognized by the religious body to which he or she belongs as authorized to solemnize marriage according to its rites and usages,
- that the religious body to which the person belongs is sufficiently well established.

Applications for registration on behalf of individual religious representatives are made utilizing an "**Application for Registration of Religious Representative (VSA 701)**". A sample of a properly completed application is shown on page 12.

Upon registration, a religious representative will receive from the Religious Representative Registry a letter certifying their registration and an information package describing their legal responsibilities and providing instructions for the proper processing of all necessary forms and documents.

Policy

REGISTRATION OF A RELIGIOUS REPRESENTATIVE

BRITISH COLUMBIA
Ministry of Health Services
Knowledge Management
and Technology Division
British Columbia Vital Statistics Agency

101 - 1475 Ellis Street
Kelowna, British Columbia V1Y 2A3

Phone: 250-712-7562

"MARRIAGE ACT"

Application for Registration of Religious Representative

To the Chief Executive Officer of the British Columbia Vital Statistics Agency, Victoria, B.C.

THE Anglican Church of Canada
(Full name of religious denomination)

being a religious body within the meaning of the *"Marriage Act"*, duly established within the Province of British Columbia, and having well-organized rites and usages respecting the solemnization of marriage, hereby makes application by its governing authority for the registration of the undernamed person, whose place of residence, title, and jurisdiction is set out herein, as a religious representative authorized to solemnize marriage under the said Act:-

Full name of religious representative Christopher Jasen (Given Names) Smith (Surname)

Residence 1520 (House No.) Smythe Street (Name of Street) Kelowna, BC (City, Province, Postal Code) V1Y 1J2 250 762-7440 (Telephone Number)

Position or title (i.e., minister or priest in charge, assistant pastor, etc.) Priest

Description of jurisdiction St. Michael and All Angels
(Name of Parish, Church or Extent of Jurisdiction)

The said person is duly ordained or appointed to his position or office according to the rites and usages of the religious body making this application, or is by its rules deemed to be so ordained or appointed by reason of some prior ordination or appointment, and is a religious representative within the definition in sections 1 and/or 2 of the *"Marriage Act"*.

The said person is in charge of or officiates in connection with the jurisdiction hereinbefore set out, the same being a congregation, branch, or local unit of the said religious body.

According to the rites and usages of the said religious body, the said person, acting as such religious representative is recognized as authorized, when called upon, to solemnize marriage or undertake to carry out all other such duties as imposed by the Act.

The undersigned, being the governing authority duly authorized to act in the premises on behalf of the said religious body, hereby certifies to the correctness of the statements herein contained.

Dated at Kelowna, this 15th day of June, 2004

(Signature of governing authority) B L Swanson

(Official title and extent of jurisdiction) Bishop, Okanagan

(Address) 940 (House No.) Ominica Place (Name of Street)

Kelowna (Name of City) BC (Province or State) V1Y 1J2 (Postal Code)

FOR OFFICIAL USE ONLY

Approved _____ Date _____ File Number _____

Date Certificate Issued _____ Certificate Number _____

Remarks _____

VSA 701 REV 2003/07/03

TEMPORARY REGISTRATION

Under the provisions of the *Marriage Act*, temporary registration is restricted to religious representatives who are **non**-residents of British Columbia, and is designed to facilitate and expedite the registration of out-of-province religious representatives for solemnization of a specific marriage or a few marriages. The date or period of registration is to be specified on the application, and no cancellation document is required.

In the case of short-term registration of British Columbia resident religious representatives to fill a temporary need, as in summer, a form (VSA 705) must also be completed to terminate the registration, a requirement which is easily overlooked. In submitting applications of this category, it will serve as a reminder to the Registry, as well as to the signing authority, if the approximate intended duration of the short-term registration is indicated on the application.

A sample of a properly completed temporary application is shown on page 14.

BRITISH COLUMBIA

Ministry of Health Services
Knowledge Management
and Technology Division
British Columbia Vital Statistics Agency

101 - 1475 Ellis Street
Kelowna, British Columbia V1Y 2A3

Phone: 250-712-7562

"MARRIAGE ACT"

Application for Registration of Religious Representative

To the Chief Executive Officer of the British Columbia Vital Statistics Agency, Victoria, B.C.

THE Anglican Church of Canada
(Full name of religious denomination)

being a religious body within the meaning of the *"Marriage Act"*, duly established within the Province of British Columbia, and having well-organized rites and usages respecting the solemnization of marriage, hereby makes application by its governing authority for the registration of the undernamed person, whose place of residence, title, and jurisdiction is set out herein, as a religious representative authorized to solemnize marriage under the said Act:-

Full name of religious representative Jeremy Alden (Given Names) Spenser (Surname)

Residence 1411 (House No.) Edna Circle (Name of Street) Omaha, Nebraska (City, Province, Postal Code) 94113 402 235-7269 (Telephone Number)

Position or title (i.e., minister or priest in charge, assistant pastor, etc.) Priest

Description of jurisdiction "TEMPORARY" St. Michael and All Angels, Peachland August 20, 2004
(Name of Parish, Church or Extent of Jurisdiction)

The said person is duly ordained or appointed to his position or office according to the rites and usages of the religious body making this application, or is by its rules deemed to be so ordained or appointed by reason of some prior ordination or appointment, and is a religious representative within the definition in sections 1 and/or 2 of the *"Marriage Act"*.

The said person is in charge of or officiates in connection with the jurisdiction hereinbefore set out, the same being a congregation, branch, or local unit of the said religious body.

According to the rites and usages of the said religious body, the said person, acting as such religious representative is recognized as authorized, when called upon, to solemnize marriage or undertake to carry out all other such duties as imposed by the Act.

The undersigned, being the governing authority duly authorized to act in the premises on behalf of the said religious body, hereby certifies to the correctness of the statements herein contained.

Dated at Kelowna, this 15th day of June, 2004

(Signature of governing authority) B L Swanson

(Official title and extent of jurisdiction) Bishop, Okanagan

(Address) 940 (House No.) Ominica Place (Name of Street)
Kelowna (Name of City) BC (Province or State) V1Y 1J2 (Postal Code)

FOR OFFICIAL USE ONLY

Approved _____ Date _____ File Number _____

Date Certificate Issued _____ Certificate Number _____

Remarks _____

VSA 701 REV 2003/07/03

NOTIFICATION OF CHANGES

In order to ensure that the Registry does not maintain unnecessary or incorrect records, signing authorities are required to submit notification of cancellations and changes by completing a "**Notification of Changes Affecting Religious Representative (VSA 705)**".

The following changes should always be recorded and submitted to the Registry as early as possible to ensure the records are kept up to date:

- changes of residence
- changes of pastoral charge or jurisdiction
- retirement, where registration is **not** to be cancelled and
- cancellations of registrations following retirement, change of denomination/religious body or for any other cause.

It is necessary for the signing authority to obtain the registration certificate from any religious representative for whom cancellation has been requested.

A sample of a properly completed notification form is shown on page 16.

The Religious Representative Registry will provide each signing authority with an annual listing of all religious representatives registered under the authority of their religious body. Signing authorities will review these listings and return them with any changes necessary to ensure that the Registry files are current and reflect correct and up to date information for every Religious Representative.

NOTIFICATION OF CHANGES

BRITISH COLUMBIA

Ministry of Health Planning
Knowledge Management
and Technology Division
BRITISH COLUMBIA VITAL STATISTICS AGENCY

101 - 1475 Ellis Street
Kelowna, BC V1Y 2A3

Phone: 250-712-7562
Fax: 250-712-7598

MARRIAGE ACT

Notification of Changes Affecting Religious Representative

To the Director of Vital Statistics, Victoria, B.C.

Kindly note the following changes regarding the Religious Representative whose particulars are shown hereunder:

Full name of Religious Representative Joshua James (Given names) Olson (Surname)

Religious body or denomination BC Baptist Conference Certificate No. 25103

Residence 3219 (House number) Mara Drive (Street) Surrey (City) BC (Province) V3R 8K1 (Postal Code) 604 936-4740 (Telephone No.)

REGISTRATION TO BE CHANGED AS INDICATED BELOW

1. Change of residence within this present jurisdiction:

   New residence _____ (House number) (Street) (City) (Province) (Postal Code) (Telephone No.)

2. Transfer to another jurisdiction, Church or Parish within the denomination or religious body:

   New jurisdiction People's Baptist Church

   New title Pastor

   New residence 766 (House number) Bowen Drive (Street) Campbell River (City) BC (Province) V3R 8K1 (Postal Code) 250 830-1976 (Telephone No.)

3. To retain registration upon retirement, effective _____

4. To cancel registration due to: ☐ retirement, ☐ death, or _____

   (State reason)

Dated at Kelowna, this 15th day of June, 2004

(Signature of Governing Authority) S. Gallgher

(Official title) District Executive Minister

(Address) 4848 Main Street
Vancouver, BC V2K 2K2

NOTE - Where the change reported involves cancellation, the Religious Representative certificate of registration MUST be returned with this notice.

VSA 705 REV 2002/06/10

THE CEREMONY

Before

All officiants must ensure that they are registered by the Chief Executive Officer of the British Columbia Vital Statistics Agency as a religious representative in the Province and that they are in possession of a valid Letter of Registration.

A religious representative must ensure that before proceeding with the ceremony that the legal preliminaries required by the *Marriage Act* have been fulfilled, namely that they have received from the parties to the marriage a valid British Columbia **Marriage Licence and Registration of Marriage** authorizing the proposed marriage.

The **Marriage Licence and Registration of Marriage** form must be reviewed and completed in full. Officiants are to ensure all information required has been provided and confirmed by the bride and groom as being correct.

During

Ensure that the bride, bridegroom and witnesses have all signed both the Marriage Register and the Marriage Licence and Registration of Marriage form. It is normal for the religious representative to sign all documents at this time as well.

After

The religious representative must sign the Marriage Register and Marriage Licence and Registration of Marriage at this time if not done so during the ceremony.

The provisions of the *Vital Statistics Act* designate the religious representative as the individual **responsible** for completing the Registration of Marriage. Forward the Marriage Licence and Registration of Marriage form to your assigned Vital Statistics Regional Office in a postage paid envelope which is provided for this purpose. The *Vital Statistics Act* requires that Marriage Licence and Registration of Marriage forms be forwarded within **two days** to ensure the timely registration of all Marriage events.

Procedures

THE MARRIAGE REGISTER

Overview

Section 25 of the *Marriage Act* (see Appendix A, Legislation) requires that religious representatives shall register each marriage solemnized in a book kept for that purpose. The Marriage Register remains the property of the British Columbia Vital Statistics Agency and is subject to audit or recall at any time by the Chief Executive Officer of the British Columbia Vital Statistics Agency or his representative.

It is recommended that religious bodies desiring a permanent record for their own purposes obtain an additional commercial register which may be retained for archival and historical records.

Procedure

Replacement and/or subsequent new Marriage Registers are ordered through your Governing Authority or Signing Authority who will in turn request and authorize their issuance by the Religious Representative Registry.

Marriage Registers are issued by the Religious Representative Registry and may be obtained by writing or faxing a request to:

Religious Representative Registry
British Columbia Vital Statistics Agency
101 - 1475 Ellis Street
Kelowna, BC V1Y 2A3

Telephone: 250-712-7562
Facsimile: 250-712-7598

All religious representatives will be required to sign a formal receipt for all Marriage Registers issued to them on behalf of their religious body.

The current Marriage Register utilized by the British Columbia Vital Statistics Agency consists of pages which record marriages in a line entry format. Neatness and accuracy ensure that the information recorded will represent a formal and legal record of the marriages solemnized.

A sample Marriage Register entry is shown on the following page.

BRITISH COLUMBIA

Ministry of Health Services
Knowledge Management and Technology Division
BRITISH COLUMBIA VITAL STATISTICS AGENCY

MARRIAGE REGISTER

PARTY (SURNAME, GIVEN NAMES)	PARTY (SURNAME, GIVEN NAMES)	DATE OF MARRIAGE (DAY, MONTH, YEAR)	PLACE OF MARRIAGE	NAME OF OFFICIANT
JONES MARK DOUGLAS	KENNEDY SUSAN JOAN	20 | Jun | 2004	TRINITY BAPTIST	REV. W. TAYLOR
X Mark Jones	X Susan Kennedy	LICENCE NO. 803123789	VICTORIA	X W. Taylor
SIGNATURE OF WITNESSES	X Steve Cottonwood		X Felecia Williams	
		LICENCE NO.		
X	X			X
SIGNATURE OF WITNESSES	X		X	
		LICENCE NO.		
X	X			X
SIGNATURE OF WITNESSES	X		X	
		LICENCE NO.		
X	X			X
SIGNATURE OF WITNESSES	X		X	
		LICENCE NO.		
X	X			X
SIGNATURE OF WITNESSES	X		X	
		LICENCE NO.		
X	X			X
SIGNATURE OF WITNESSES	X		X	

VSA 726 REV 2002 01 21

Procedures

THE MARRIAGE LICENCE AND REGISTRATION OF MARRIAGE

Overview

The provincial government issues marriage licences as a means of meeting the federal statutes governing the freedom and qualification of individuals to marry. The fee associated with marriage licences offsets the personnel, administrative and systems costs behind this function which in turn is provided by over 300 marriage licence issuers in over 80 locations throughout the province.

A couple in possession of a valid British Columbia marriage licence is legally able to be married anywhere in British Columbia regardless of where the licence was issued.

As a religious representative, the possession of a marriage licence relieves you of responsibility to ascertain a couples' **legal** authority to be married with respect to such concerns as to marital status, age, and capacity. All of these issues will have been addressed by a Marriage Licence Issuer who has ensured compliance with all statutes both Federal and Provincial before issuing the licence.

In British Columbia the Marriage Licence is an integral part of the Registration of Marriage and is not retained by the officiant. Upon being presented with a Marriage Licence and Registration of Marriage, you must ensure that the licence portion is valid. Check the date effective on the form to ensure validity of the licence, and that the licence portion of the form has been signed.

Remember: Marriage Licences are **only valid for three months** from the effective date.

A sample of a properly completed licence portion of the Marriage Licence and Registration of Marriage form is shown on the following page.

THE MARRIAGE LICENCE AND REGISTRATION OF MARRIAGE

BRITISH COLUMBIA
Ministry of Health Services
Knowledge Management and Technology Division
BRITISH COLUMBIA VITAL STATISTICS AGENCY

MARRIAGE LICENCE AND REGISTRATION OF MARRIAGE

DOCUMENT CONTROL NUMBER (Office Use Only)	REGISTRATION NUMBER (Office Use Only)

Application for a Marriage Licence having been duly made at VICTORIA, British Columbia in the manner prescribed by the Marriage Act, in respect of an intended marriage between the parties indicated, and all other requirements of the Act have been duly complied with. This Licence is issued to the parties, hereby authorizing the solemnization of the intended marriage in the Province of British Columbia, by any person duly appointed under the Marriage Act as authorized to solemnize marriage.

Date Effective: JUNE 1, 2004 to * SEPTEMBER 1, 2004

* This Licence is not valid after three months from date effective

Lucy Wilkens — Marriage Licence Issuer signature
36-0000 — Marriage Licence Issuer Number
June 1, 2004 — Date

	PARTY			PARTY		
SURNAMES	JONES			KENNEDY		
GIVEN NAMES In Full	MARK DOUGLAS			SUSAN JOAN		
MARITAL STATUS Never Married/ Widowed/Divorced	NEVER MARRIED			NEVER MARRIED		
BIRTH DATE Month (by name) Day, Year	AUGUST 11, 1975	Age M	Sex 28	APRIL 24, 1976	Age F	Sex 27
BIRTH PLACE City, Town, Province/ State, Country	TORONTO, ONTARIO			VICTORIA, BRITISH COLUMBIA		
RESIDENCY INFORMATION	Personal Health Number (Care Card Number): 9011 233 344			Personal Health Number (Care Card Number): 9025 335 566		
ABORIGINAL INFORMATION	Aboriginal? ☐ Yes ☒ No — If yes, registration number (INAC):			Aboriginal? ☐ Yes ☒ No — If yes, registration number (INAC):		
ADDRESS Before Marriage	Complete street address. If rural give exact location: 17 DOUGLAS AVENUE			Complete street address. If rural give exact location: 17 DOUGLAS AVENUE		
	City, town or other place. Province/State, and Country: VICTORIA, BC	Postal Code: V9V 5J4		City, town or other place. Province/State, and Country: VICTORIA, BC	Postal Code: V9V 5J4	

Procedures

THE MARRIAGE LICENCE AND REGISTRATION OF MARRIAGE

Procedure

The Marriage Licence and Registration of Marriage form is presented to you partially completed. Some information is completed at the time the licence is applied for and the balance is to be completed by the officiant. Couples will present the Marriage Licence and Registration of Marriage to you prior to the wedding in order that all information that is required may be completed and verified.

You can now complete the following sections of the form:

Father's and Mother's information for both Bride and Groom

FATHER — Names	Surname and given names (print or type): Jones. Elmo	Surname and given names (print or type): Kennedy. John
FATHER — Birthplace	City, town or other place, Province/State, and Country: St. Catherines. Ontario	City, town or other place, Province/State, and Country: Victoria. BC
MOTHER — Names	Maiden surname and given names (print or type): Handley. Claire	Maiden surname and given names (print or type): Latner. Rebecca
MOTHER — Birthplace	City, town or other place, Province/State, and Country: Toronto. Ontario	City, town or other place, Province/State, and Country: Hamilton. Ontario

Place & Date of Marriage

PLACE AND DATE OF MARRIAGE	Address where marriage was solemnized: 1234 Elm Street		City, town or other place, (by name): Victoria	Postal Code: V8V - 3J2
	Date of marriage, month (by name), day, year: J U N 20 2004	If Civil Marriage, Receipt Number:		

Officiant, excluding signature and date signed

OFFICIANT	I, Rev. W. Taylor (NAME, printed) certify that I solemnized the marriage of the parties named at the place and on the date stated above. SIGNATURE OF PERSON OFFICIATING		592-2556 PHONE
	Denomination of religious representative: Baptist	Certification Number: 12345	Date signed: month (by name), day, year:

THE MARRIAGE LICENCE AND REGISTRATION OF MARRIAGE

The Marriage Licence and Registration of Marriage form is not signed **until immediately after** the marriage ceremony has taken place. The form must be signed:

- by each of the parties to the marriage
- by at least two witnesses; and
- by the person solemnizing the marriage

The bride's signature should be her usual signature prior to the marriage.

SIGNATURES	Usual signature of bridegroom X *Mark Jones*	Usual signature of bride X *Susan Kennedy*
	Signature of Witness *Felecia Williams*	Witness name printed Felicia Williams
	Signature of Witness *Steve Cottonwood*	Witness name printed Steve Cottonwood
PLACE AND DATE OF MARRIAGE	Address where marriage was solemnized 1234 Elm Street	City, town or other place, (by name) Victoria — Postal Code: V8V 3J2
	Date of marriage: month (by name), day, year JUN | 20 | 2004	If Civil Marriage, Receipt Number
OFFICIANT	I, Rev. W. Taylor (NAME printed) certify that I solemnized the marriage of the parties named at the place and on the date stated above. *W. Taylor* (SIGNATURE OF PERSON OFFICIATING) — 592-2556 (PHONE)	
	Denomination (if religious representative) Baptist	Certification Number 12345 — Date signed: month (by name), day, year JUN | 20 | 2004

Procedures

THE MARRIAGE LICENCE AND REGISTRATION OF MARRIAGE

Completion

Marriage Registrations are a permanent, legal record of the marriage between two individuals. Aside from its importance as proof of marriage and issuance of marriage certificates, this information is used for statistical analyses and the monitoring of vital event trends. The role of the religious representative is critical to the accuracy and completeness of the data received via the Marriage Licence and Registration of Marriage forms.

Ensure that all information has been provided in a neat legible manner, printed or typed.

As provided for under Section 26 of the *Marriage Act* this responsibility is inherent in both qualifying for and maintaining registration under the *Marriage Act* and legislative authority to perform marriages in British Columbia.

Performance of duties under *Vital Statistics Act*

26 A religious representative and a marriage commissioner by whom a marriage is solemnized must also observe and perform the duties imposed on him or her under the *Vital Statistics Act* respecting the records of the marriage.

THE MARRIAGE LICENCE AND REGISTRATION OF MARRIAGE

BRITISH COLUMBIA
Ministry of Health Services
Knowledge Management and Technology Division
BRITISH COLUMBIA VITAL STATISTICS AGENCY

MARRIAGE LICENCE AND REGISTRATION OF MARRIAGE

DOCUMENT CONTROL NUMBER (Office Use Only)	REGISTRATION NUMBER (Office Use Only)

Application for a Marriage Licence having been duly made at VICTORIA, British Columbia in the manner prescribed by the Marriage Act, in respect of an intended marriage between the parties indicated, and all other requirements of the Act have been duly complied with. This Licence is issued to the parties, hereby authorizing the solemnization of the intended marriage in the Province of British Columbia, by any person duly appointed under the Marriage Act as authorized to solemnize marriage.

Date Effective: JUNE 1, 2004 to * SEPTEMBER 1, 2004

* This Licence is not valid after three months from date effective

Lucy Wilkens — Marriage Licence Issuer Signature | 36-0000 — Marriage Licence Issuer Number | *June 1, 2004* — Date

	PARTY			PARTY		
SURNAMES	JONES			KENNEDY		
GIVEN NAMES In Full	MARK DOUGLAS			SUSAN JOAN		
MARITAL STATUS Never Married/ Widowed/Divorced	NEVER MARRIED			NEVER MARRIED		
BIRTH DATE Month (by name) Day, Year	AUGUST 11, 1975	Age: M	Sex: 28	APRIL 24, 1976	Age: F	Sex: 27
BIRTH PLACE City, Town, Province/ State, Country	TORONTO, ONTARIO			VICTORIA, BRITISH COLUMBIA		
RESIDENCY INFORMATION	Personal Health Number (Care Card Number): 9011 233 344			Personal Health Number (Care Card Number): 9025 335 566		
ABORIGINAL INFORMATION	Aboriginal? ☐ Yes ☒ No — If yes, registration number (INAC):			Aboriginal? ☐ Yes ☒ No — If yes, registration number (INAC):		
ADDRESS Before Marriage	Complete street address, if rural give exact location: 17 DOUGLAS AVENUE			Complete street address, if rural give exact location: 17 DOUGLAS AVENUE		
	City, town or other place, Province/State, and Country: VICTORIA, BC	Postal Code: V9V 5J4		City, town or other place, Province/State, and Country: VICTORIA, BC	Postal Code: V9V 5J4	
	OFFICIANT TO ENSURE THIS PORTION OF REGISTRATION IS COMPLETED					
FATHER — Names	Surname and given names (print or type): Jones, Elmo			Surname and given names (print or type): Kennedy, John		
FATHER — Birthplace	City, town or other place, Province/State, and Country: St. Catherines, Ontario			City, town or other place, Province/State, and Country: Victoria, BC		
MOTHER — Names	Maiden surname and given names (print or type): Handley, Claire			Maiden surname and given names (print or type): Latner, Rebecca		
MOTHER — Birthplace	City, town or other place, Province/State, and Country: Toronto, Ontario			City, town or other place, Province/State, and Country: Hamilton, Ontario		
SIGNATURES	Usual signature: X *Mark Jones*			Usual signature: X *Susan Kennedy*		
	Signature of Witness: *Felecia Williams*			Witness name printed: Felicia Williams		
	Signature of Witness: *Steve Cottonwood*			Witness name printed: Steve Cottonwood		
PLACE AND DATE OF MARRIAGE	Address where marriage was solemnized: 1234 Elm Street			City, town or other place, (by name): Victoria	Postal Code: V8V- 3J2	
	Date of marriage: month (By name), day, year: J U N 20 2004	If Civil Marriage, Receipt Number:				
OFFICIANT	Rev W Taylor — NAME (printed)			I certify that I solemnized the marriage of the parties named at the place and on the date stated above. *W. Taylor* — SIGNATURE OF PERSON OFFICIATING	PHONE: 592-2556	
	Denomination of religious representative: Baptist	Certification Number: 12345		Date signed: month (by name), day, year: J U N 20 2004		

VSA 405 (REV 2003/12/16)

Procedures

USE OF SURNAME AFTER MARRIAGE

Overview

A bride or groom will at times inquire about what surname can be used once they are married. As indicated by the *Name Act*, Section 3.1, please note that:

A spouse by marriage may:

- use the surname he or she had immediately before the marriage,
- use the surname he or she had at birth or by adoption, or
- use the surname of his or her spouse by marriage.

Any of the above choices may be exercised after marriage and may be reversed by the personal decision to do so without requiring a Legal Change of Name.

ADMINISTRATION - SUBMISSION OF REGISTRATIONS

Overview

The *Vital Statistics Act* requires that the Marriage Licence and Registration of Marriage form be delivered or mailed to the nearest Vital Statistics Regional office within **two (2) days** after the marriage.

Procedure

As the legal responsibility for filing lies with the Religious Representative, the Marriage Licence and Registration of Marriage is **not** to be released to the couple.

A listing of locations in the province is provided as Appendix B to this guide to show a regional geographic distribution for the province and the addresses of the designated Vital Statistics Regional Offices. Postage paid envelopes are available for this purpose and may be obtained from the appropriate Vital Statistics Regional Office.

Religious Representatives may also transmit the Registration of Marriage via facsimile. For those Religious Representatives in the Greater Victoria area, they may dial in using a local number at 952-2757. For those Religious Representatives located outside of Victoria, they may dial in using a toll free number at 1-888-678-9311. We would ask that Religious Representatives who utilize this fax option mark at the top of the document below the box labeled "Registration Number" the word "**FAXED**". These faxed Licence/Registrations can then be retained and returned when you are returning your marriage register to the Vital Statistics Agency. In this manner, should there arise a need to re-transmit or clarify the document due to readability issues, the documents will be easily accessed for re-transmission or clarification.

APPENDIX A

Marriage Act

Registration of religious representatives to solemnize marriage

2 (1) On application, in the form required by the Chief Executive Officer, the Chief Executive Officer may register any religious representative as authorized to solemnize marriage.

(2) The application on behalf of a religious representative must be made by the governing authority with jurisdiction in British Columbia over the religious body to which the religious representative belongs.

(3) The wording of the form required by the Chief Executive Officer may be varied according to the facts, to set out other qualifications for registration recognized by this Act.

(4) The Chief Executive Officer may

(a) issue to the governing authority one or more certificates of registration in respect of each religious representative registered under this Act, and

(b) include in one certificate the names of any number of registered religious representatives who belong to the same religious body.

(5) The Chief Executive Officer must keep a register showing

(a) the name of every religious representative registered,

(b) the name of the religious body to which the religious representative belongs, and

(c) the date of the religious representative's registration.

(6) The Chief Executive Officer must issue a certificate of registration to each religious representative registered under this Act.

(7) The Chief Executive Officer may register a person as a religious representative if the Chief Executive Officer is satisfied that

(a) the doctrines of a religious body do not contemplate a religious representative for the religious body, and

(b) the appropriate governing body of the religious body has designated a person to act in the place of a religious representative to perform all the duties imposed by this Act on a person solemnizing a marriage, other than solemnizing the marriage, in respect of marriages performed according to the rites and usages of the religious body.

Qualifications for registration

3 (1) A person must not be registered as a religious representative unless the Chief Executive Officer is satisfied as follows:

(a) that the person is a religious representative ordained or appointed according to the rites and usages of the religious body to which he or she belongs, or is by the rules of that religious body deemed an ordained or appointed religious representative because of some earlier ordination or appointment;

(b) that the person

(i) is, as a religious representative, in charge of or officiating in connection with a congregation, branch or local unit in British Columbia of the religious body to which he or she belongs, or

(ii) is a resident in British Columbia who was formerly in charge of or officiating in connection with a congregation, branch or local unit in British Columbia, has been superannuated or placed on the supernumerary list, or is a retired religious representative in good standing of the religious body to which he or she belongs;

(c) that the person is, as a religious representative, recognized by the religious body to which he or she belongs as authorized to solemnize marriage according to its rites and usages;

(d) that the religious body to which the person belongs is sufficiently well established, both as to continuity of existence and as to recognized rites and usages respecting the solemnization of marriage, to warrant, in the opinion of the Chief Executive Officer, the registration of its religious representatives as authorized to solemnize marriage.

(2) If a religious representative is in British Columbia temporarily, and, if resident and officiating in British Columbia, might be registered under subsection (1) as authorized to solemnize marriage, the Chief Executive Officer may register the person as authorized to solemnize marriage during a period to be set by the Chief Executive Officer.

(3) A certificate of registration issued under subsection (2) must state the period during which the authority to solemnize marriage may be exercised.

Cancellation of registration

4 (1) With or without a hearing, the Chief Executive Officer may cancel the registration of a person authorized under this Act to solemnize marriage if the Chief Executive Officer is satisfied that the person

(a) has failed to observe and perform the duties referred to in section 26, or

(b) has ceased to possess the qualifications entitling the person to be registered.

(2) On cancellation of the registration, the person whose registration is cancelled ceases to have authority to solemnize marriage under this Act.

(3) The Chief Executive Officer must mail notice of the cancellation at once by registered mail to the person whose registration is cancelled, addressed to the person's last known address in British Columbia.

(4) Immediately on receipt of the notice of cancellation, a person who is notified under subsection (3) must deliver his or her certificate of registration to the Chief Executive Officer for cancellation.

(5) A religious body whose religious representatives are registered under this Act as authorized to solemnize marriage must notify the Chief Executive Officer, in the form required by the Chief Executive Officer, of the name of every religious representative registered who

(a) has died,

(b) has ceased to reside in British Columbia, or

(c) has in any other way ceased to possess the qualifications entitling the religious representative to be registered.

Authority to solemnize marriage

7 (1) A religious representative registered under this Act as authorized to solemnize marriage has and may exercise authority to solemnize marriage in accordance with this Act between any 2 persons neither of whom is under a legal disqualification to contract marriage.

(2) The registration of a religious representative under this Act, by the insertion of his or her name in the register kept by the Chief Executive Officer, is conclusive evidence

(a) that all the requirements of this Act in respect of registration and of matters precedent and incidental to registration have been complied with, and

(b) that the religious representative, so long as his or her registration remains in force, is a religious representative authorized to solemnize marriage.

(3) Despite any law to the contrary, a person must not solemnize any marriage unless he or she is at the time a

(a) religious representative registered under this Act as authorized to solemnize marriage, or

(b) a marriage commissioner acting under this Act.

Licence requirement

8 A religious representative may solemnize marriage only under a licence issued under this Act.

Requirements as to witnesses and public ceremony

9 (1) All marriages solemnized under this Act by a religious representative must be in the presence of 2 or more witnesses besides the religious representative.

(2) The ceremony must be performed in a public manner, unless otherwise permitted by licence.

(3) Both parties to the marriage must be present in person at the ceremony.

Issue of licences

15 (1) Subject to section 17, a religious representative must not solemnize a marriage under this Act unless the persons intending to marry possess a marriage licence that, under subsection (3), permits the religious representative to marry them.

(2) An issuer of a marriage licence may issue the licence if the application complies with section 16 and the applicants pay the prescribed fee.

(3) A marriage licence must

(a) bear the date on which it is issued, and

(b) authorize the solemnization of the marriage of the persons named in it at any time within 3 months after it was issued.

Manner of registration

25 (1) When a religious representative or a marriage commissioner solemnizes a marriage he or she must register the marriage by entering a memorandum of it in a book kept by him or her for that purpose under this section or by the religious body to which the religious representative belongs.

(2) The memorandum must be signed

(a) by each of the parties to the marriage,

(b) by at least 2 witnesses, and

(c) by the religious representative or the marriage commissioner who solemnized the marriage.

(3) Books for the registration of marriages under this section must be supplied free of charge by the Chief Executive Officer but remain the property of the Chief Executive Officer's office and must be returned to the Chief Executive Officer on demand or on the holder ceasing to be authorized to solemnize marriage.

(4) The Chief Executive Officer, or a person designated by the Chief Executive Officer, may, during normal business hours and as often as the Chief Executive Officer considers necessary, inspect marriage registers and compare them with the returns of marriages.

(5) If a religious representative in charge of, or officiating in connection with, a congregation, branch or local unit in British Columbia of the religious body to which he or she belongs moves or transfers out of British Columbia, the religious representative must surrender every marriage register issued to him or her under subsection (3)

(a) to his or her successor in the pastoral charge, or

(b) if there is no successor appointed at the time of moving or transferring, to the district registrar of the district in which the pastoral charge is located.

Performance of duties under Vital Statistics Act

26 A religious representative and a marriage commissioner by whom a marriage is solemnized must also observe and perform the duties imposed on him or her under the Vital Statistics Act respecting the records of the marriage.

Vital Statistics Act

Registration of marriages

15 (1) A marriage solemnized in British Columbia must be registered as provided in this Act.

(2) A person authorized by law to solemnize marriage in British Columbia must, immediately after the person solemnizes a marriage, prepare a statement in the form required by the Chief Executive Officer respecting the marriage, which statement must be signed by all of the following:

(a) each of the parties to the marriage;

(b) at least 2 witnesses to the marriage;

(c) the person by whom the marriage was solemnized.

(3) The person by whom the marriage was solemnized must, within 2 days after the day of the marriage, deliver the completed statement to the district registrar of the registration district in which the marriage was solemnized.

(4) On the receipt within one year from the day of a marriage of a completed statement respecting the marriage, the Chief Executive Officer must register the marriage if satisfied as to the truth and sufficiency of the statement.

Procedures

APPENDIX B

Vital Statistics Offices

Region 1	Region 2	Region 3	Region 4	Region 5
100 Mile House Atlin Burns Lake Cassiar Chetwynd Dawson Creek Dease Lake Fort Nelson Fort St. James Fort St. John Fraser Lake Houston Kitimat McBride McKenzie Masset Prince George Quesnel Smithers Stewart Terrace Valemount Vanderhoof Williams Lake	Alert Bay Campbell River Chemainus Courtenay Duncan Ganges Ladysmith Nanaimo Parksville Pender Island Port Alberni Port Hardy Port McNeill Powell River Tahsis Ucluelet Victoria	Abbotsford Agassiz Burnaby Chilliwack Delta Hope Garibaldi Highlands Langley Maple Ridge Mission Mount Currie New Westminster North Vancouver Pemberton Port Moody Richmond Squamish Surrey Vancouver	Prince Rupert Queen Charlotte City Bella Coola Gibsons Halfmoon Bay Masset Sechelt Waglisla Whistler White Rock	Ashcroft Castlegar Clinton Cranbrook Creston Enderby Fernie Golden Grand Forks Greenwood Invermere Kamloops Kaslo Kelowna Kimberley Lillooet Lytton Merritt Nakusp Natal Nelson New Denver Oliver Penticton Princeton Revelstoke Rossland Salmon Arm Slocan Sparwood Summerland Trail Vernon
BILL HENRY Asst. Regional Mgr. Work: 565-7105	ROBERTA L. MOYER Regional Manager Work: 952-2572 Cell: 812-2036	JOHN RENSHAW Regional Manager Work: 660-2560 Cell: 250-213-8816	JOHN RENSHAW Regional Manager Work: 660-2560 Cell: 250-213-8816	ARNOLD KIRBY Regional Manager Work: 712-7562 Cell: 878-9757
433 Queensway St. Prince George, B.C. V2L 3G6	818 Fort Street Victoria, B.C. V8W 1H8	818 Fort Street Victoria, B.C. V8W 1H8	818 Fort Street Victoria, B.C. V8W 1H8	101-1475 Ellis St. Kelowna, B.C. V1Y 2A3

Andrew K. McBride, Chief Executive Officer — Work: 952-2530 Cell: 889-3143
Jack Shewchuk, Deputy Chief Executive Officer/Senior Financial Officer — Work: 952-2530 Cell: 592-7703

Ministry of Health
Knowledge Management and Technology Division

VSA 020 REV 2005/07/12